



County of Fairfax, Virginia

ADDENDUM

Date: June 26, 2012

ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP 2000000264
TITLE: Multi-Function Devices and Related Services
DUE DATE/TIME: July 3, 2012 / 11:00 A.M. **(Revised)**

The referenced request for proposal is amended as follows:

1. The closing date and time have been changed to July 3, 2012 @ 11:00 A.M.
2. Refer to Attachment I of this Addendum No. 2, for questions and answers received via e-mail.

All other terms and conditions remain the same.

Teena L. Stewart, CPPB
Contract Specialist II

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO DATE/TIME OF CLOSING.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Department of Purchasing & Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/dpsm

Phone (703) 324-3201, **TTY:** 1800- 828-1140, **Fax:** (703) 324-3681

Attachment I

Q1. Question pertaining to the Answer to question 31 in previous addendum. The response to question 31 states 'Highlighted in yellow below is the remainder of the paragraph'. However the remainder of the paragraph was not provided. Can you please confirm answer to question Q31 again i.e.- P31 of RFP section- 6.1.18 - This paragraph cuts off at the bottom of the page with, "...automate this process with the County's current" and is not continued on P32. Could you please provide the rest of the wording in this section?

A1. The last sentence of section 6.1.18 is highlighted in yellow below:

6.1.18 BILLING/INVOICE – Billing will not begin until the last unit is in place, working satisfactorily, and approved via signature by an authorized Fairfax County representative. Invoices are to be sent monthly, clearly marked, easy to read, and include separate detailed line items for: hardware, software, labor/support, services, summarized, and supplies. Hardware line items for each model should include the following columns: unit description, number of units, price per unit, and total price. Similarly; software, labor/support, services, and supplies should be broken out into detailed columns. The invoice should also include a grand total of all solutions purchased. It should be clear and easy to determine what is being paid for. An itemized amortization schedule should be supplied at lease inception then annually on May 1st and as equipment is added or removed. Continued efforts should be made to automate this process with the County's current and future systems. Failure to comply could mean delay of or non-payment of invoice without recourse to the offeror.

Q2. Will there be an extension of the closing date and time of June 28, 2012@ 2:00pm for the Multi-Function Devices and Related Services (RFP2000000264)?

A2. Yes, the closing date has been extended to July 3, 2012 @ 11:00 A.M.

Q3. Current RFP states that 'Supplier Information' is on pages 19-23.

A3. Supplier Information is located on pages 14-18.

Q4. Is this contract going to be a true multiple award contract and if so can a vendor decide to opt out of the contract should it be a multiple award?

A4. Please reference Special Provisions, Section 19, titled "BASIS FOR AWARD".

Q5. At the pre-proposal conference, I believe it was stated that there would be no fees collected but on page 93 5.1 Administrative Fees it states that a 2% fee of aggregate purchases made during each calendar month that the suppliers will pay a 2% fee on all purchases shipped and billed pursuant to the master agreement. Does this mean that we will have to add 2% to all pricing submitted in order to recoup the fees?

A5. The U.S. Communities Administrative fee is used to fund the day-to-day operations of the program including nine (9) Program Managers whose job function is to promote the program on a daily basis. In addition, the fee is distributed to its five (5) National Sponsors and seventy (70) state sponsors who help market the program nationally. Supplier should submit pricing that is inclusive of all costs in its proposal and recognize that pricing is a large consideration in the overall evaluation process.